



FIRE PROTECTION TRAINING

Procedures Handbook 4300

STATION OPERATIONS

TOPIC: Station Orientation

TIME FRAME: 1:00

LEVEL OF INSTRUCTION: Level I

BEHAVIORAL OBJECTIVE:

Condition: Given a written quiz

Behavior: The student will describe the conduct expected at the station

Standard: With a minimum of 80% accuracy

MATERIALS NEEDED:

- Appropriate visual aids
- Writing board with marker/erasers

REFERENCES:

- CAL FIRE, Personnel Procedures Handbook (1000)

PREPARATION: Welcome to the CAL FIRE team! You are working for a department within State Government that enjoys an excellent reputation worldwide. Through the hard work of 7,000 + dedicated employees the mission of the department is successfully accomplished. To prepare you for what lies ahead, we will introduce you to your job requirements and expectations.



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PRESENTATION	APPLICATION
<p>I. INTRODUCTIONS</p> <ul style="list-style-type: none">A. Introduce selfB. Introduce other employees presentC. Give names and ranks of off-duty personnelD. Have new employee talk about self<ul style="list-style-type: none">1. Prior work experience2. Interests and hobbies3. Why working for CAL FIRE <p>II. FACILITIES AND EQUIPMENT</p> <ul style="list-style-type: none">A. Station(s)<ul style="list-style-type: none">1. Equipment assigned to station-varies2. Facility security and accounting procedures3. Assign bed, locker, etc. <ul style="list-style-type: none">B. Restricted Areas, if anyC. No smoking policy inside any state owned facilityD. Other <p>III. DISCUSS STATION ROUTINE</p>	<p>Title and name</p> <p>Give a station tour</p> <p>Identify vehicle numbers</p> <p>1st digit - Region 2nd digit - Unit 3rd digit - Type of vehicle 4th digit - Specific vehicle I.D.</p> <p>Newer vehicles may not be identified with the 3rd and 4th digit</p> <p>Student Information Sheet #1</p>

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<ul style="list-style-type: none">A. Duty hours and shiftsB. Call back/staffing patternsC. Meal and sleeping schedule/policiesD. Pay and Time Sheets<ul style="list-style-type: none">1. ePay2. eFC333. Meal sheets4. CalATERSE. Station projectsF. Vehicle and station maintenanceG. Typical work dayH. Training<ul style="list-style-type: none">1. Successful completion of Basic Firefighter Course (BFF)2. Advanced Firefighting training (AFF)3. Crew/Company drills4. Specialized training<ul style="list-style-type: none">a. EMSb. Vehicle fires, LPG, rescue, extrication, etc.c. Continuing Professional Training (CPT)d. Other local needs5. Physical conditioning programI. Safety<ul style="list-style-type: none">1. Review department Injury and Illness Prevention Program (IIPP)2. Notification procedures if you become injured or sick on the job	

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<p>J. Out of Unit Assignments</p> <ol style="list-style-type: none">1. Extended periods2. Pre-packed "Personal Gear" bag<ol style="list-style-type: none">a. Size limitationsb. Recommended itemsc. Storage area <p>K. Safety Equipment Issuance</p> <p>IV. JOB REQUIREMENTS</p> <p>A. Code of Conduct</p> <p>B. Rules when working with inmates</p> <p>C. Incompatible activities</p> <ol style="list-style-type: none">1. Do not furnish confidential information to unauthorized persons2. Do not accept money or gifts for performing duty3. Do not engage in outside work that interferes with the CAL FIRE job	<p>Give examples of notification procedures at your facility</p> <p>Up to 14+ days possible</p> <p>Recommend seven days worth of clothing and toiletries</p> <p>Information Sheet #2 Review with new employees</p> <p>Information Sheet #3</p> <p>In general, avoid any activity or behavior that would embarrass the department</p>

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<p>D. Station Rules and Expectations - Explain</p> <ol style="list-style-type: none"> 1. Use of private and state vehicles 2. Stereo/portable media devices and radio use 3. Kitchen rules and meal preparation duties 4. Bathroom/Shower Times 5. Wearing of the CAL FIRE duty uniform 6. Pets 7. Alcohol and drugs 8. Recreation Limits 9. Firearms 10. Visitors 11. Hobbies 12. Station and personal computer use 13. Personal telephone calls <ol style="list-style-type: none"> a. Cell phone/texting usage 14. Personal hygiene and appearance 15. Station clean up schedules <p>V. PUBLIC CONTACT AND CONDUCT</p> <ol style="list-style-type: none"> A. How to greet visitors <ol style="list-style-type: none"> 1. Always in professional and respectful manner B. How to answer the telephone 	<p>Co-Ed Considerations</p> <p>Have enough so you can begin each day neat and clean (minimum 3 recommended)</p> <p>Neat, well groomed, and clean look</p> <p>Refer questions to supervisor if you do</p>

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<p>C. Conduct on State Vehicles</p> <ol style="list-style-type: none">1. Safety uniforms and devices2. No smoking3. Seat belts4. Act professionally5. Appropriate uniform <p>D. On Emergency Incidents</p> <ol style="list-style-type: none">1. Public relations2. Victim and patient needs3. Cooperate with all other personnel and cooperating agencies	<p>not have adequate knowledge to answer the questions</p>

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SUMMARY:

It is hoped that you will be able to adapt to the CAL FIRE way of life and become part of our emergency response team! In order to do this, you must show enthusiasm towards your job and a willingness to learn. Never be afraid to ask questions. Remember that everything we do takes teamwork. Also, every time you come in contact with the general public and fire personnel from other agencies, you are representing CAL FIRE, this station, and yourself.

EVALUATION:

A written quiz.

ASSIGNMENT:

To be determined by the instructor(s).